

# POLICY AND COMMUNICATIONS BULLETIN

## THE CLINICAL CENTER

---

Medical Administrative Series

---

M00-1

24 March 2000

---

### MANUAL TRANSMITTAL SHEET

---

SUBJECT: Schedule and Duration of Orders for  
Diagnostic & Therapeutic Services

---

1. Explanation of Material Transmitted: This issuance transmits the policy of the Clinical Center on the entering and duration of clinical orders for diagnostic and therapeutic services. This policy was approved by the Medical Executive Committee on March 21, 2000.
2. Material Superseded: None
3. Filing Instructions: Medical Records Section

Remove: None

Insert: No. M00-1, dated 24 March 2000

#### Distribution:

Physicians, Dentists and Other Practitioners Participating in  
Patient Care

# POLICY AND COMMUNICATIONS BULLETIN

## THE CLINICAL CENTER

---

### Medical Administrative Series

---

M00-1

24 March 2000

#### SUBJECT: Schedule and Duration of Orders for Diagnostic & Therapeutic Services

Unless specifically exempted by the Director of the Clinical Center (or designee), all diagnostic and therapeutic clinical services provided through CC Departments must be requested by placing an order in the medical information system (MIS). Specific service departments, e.g. Social Work or Rehabilitation Medicine, may initiate a referral for their own services by placing an order themselves in the MIS system for requests they receive outside MIS, such as telephone or verbal requests.

The following specifies the allowable time frames to place such orders, as well as those for discontinuing orders that have not been executed within the acceptable time frames for completion.

1. Orders for diagnostic and therapeutic clinical services including, but not limited to, Diagnostic Radiology, Nuclear Medicine, Clinical Pathology, Rehabilitation Medicine, Respiratory Therapy, Nutrition, Positron Emission Tomography, Transfusion Medicine, and Social Work, may be placed for future execution up to one year in advance of the order date. Medication orders may be placed for execution up to 90 days in advance of the order date.
2. Orders for diagnostic and therapeutic clinical services that are not executed within 30 days following the requested date specified in the MIS order will be reported to the ordering physician, and the patient's Attending Physician, with a request to discontinue the order in the MIS system or reorder with a new execution date.
3. Overdue orders for diagnostic and therapeutic clinical services that are not executed within 60 days following the requested date

specified in the MIS order, and previously reported to the appropriate Clinical Director(s), shall be automatically discontinued in the MIS system by the ISD.

This policy does not apply in case of emergency where the health of a person is at immediate risk and entry of orders into the MIS system is impractical. Other requests for exemption should be submitted, in writing, to the Deputy Director for Clinical Care, for review and recommendation to the Director, CC.